

January 19, 2006

The Board of Public Works & Safety met at 4:00 p.m. on the above date in the Meeting Room at City Hall Annex with Mayor Knowles presiding and members Askren and Duckworth attending. Others attending were Chief Beloat; Chief Webber; Comm. Epison; Supt. Givens; Charles Parsley - Best Equipment; and arriving during the meeting, Asst. St. Comm. Miller.

Mayor Knowles called the meeting to order by stating members were either mailed or hand carried copies of the minutes of their previous meeting and by asking if there were any corrections or additions.. She added if not, she entertains a motion to waive their reading and to approve the minutes as presented.

Board member Askren moved the reading of the minutes be waived and they be approved as presented. Seconded by Board member Duckworth.

Mayor Knowles stated all those in favor of the motion should signify in the affirmative; and following the vote, she reported the motion carried unanimously.

Mayor Knowles requested action on the claims presented.

Board member Duckworth moved the claims presented be allowed for payment. Seconded by Board member Askren.

Mayor Knowles stated all those in favor of the motion should signify in the affirmative; and following the vote, she reported the motion carried unanimously.

*****CLAIMS*****

Sewage \$ 15,220.75

Payroll 34,189.70

General, MVHF, LR & S 71,310.04

Mayor Knowles stated they will now hear the reports of the Departments.

Chief Beloat stated he would like to update the Board on the vehicle situation. He stated Attorney Funkhouser indicated that everything is in order and they will be purchasing one vehicle out right and leasing four others, they are ready to move forward. He stated the four are 2005's and are being held in Illinois, they are actually around \$2,000 cheaper and will get better gas mileage.

Board member Askren asked about the markings ?

Chief Beloit replied they will be marked with the same striping package as the other Impala.

Mayor Knowles asked if there were any questions ?

There were none.

Chief Webber stated he has given the Board members all a copy of the Fire Department SOP. He added some changes have been made in section 200, Medical, on page 5 reference to supplies and inventory. He stated that is actually a new page that has been added. He also stated that Mr. Idler has worked this up and spent a lot of time on it. He then added on page 13 there is a section on pulse ox meter, which can only be used by certified EMT's as it is advanced life support.

Asst. St. Comm. Miller arrived at the meeting.

Chief Webber then stated pages 19-23 are lists of medicines that the fire department can administer. He continued by stating there is a new section dealing with the cadet program, which is for people under 18 in which they can observe and train with the department. He added they are not in harms way at any time. He also stated they do get gear and are permitted to report to scenes, staying with the commanding officer. He added the program has been in place about one year now and it is working out well. He stated they are also CPR certified.

Chief Webber continued by stating there is a signature page in the front of the manual and the manual will be handed out to all personnel, who will then sign the signature page which will be put into their file.

Mayor Knowles replied it is essentially an employee handbook.

Chief Webber replied yes, basically.

Board member Duckworth stated he has an issue with Procedure 351 about fire and medical training....the employee not being compensated.

Chief Webber stated only in the case that the education they are pursuing is more than the fire department requires, it has always been written that way. He added the fire department requires a Firefighter I and EMT first responder, by a certain time. He stated education beyond what is required should be on their own.

Board member Duckworth questioned going on to Firefighter II.

Chief Webber replied Firefighter I and II are all in one now.

Board member Duckworth stated he feels they should be at least given comp time.

Chief Webber stated that could be left up to the discretion of the chief or Board. He added that in the past the Board has been asked for permission to attend training.

Mayor Knowles agreed the wording is a little worrisome.

Board member Duckworth stated everything else looks good. He added he would like to have that one statement changed to add either comp time or over time, approved by the chief.

Chief Webber agreed most definitely. He added he has no problem adding that, he would hope the Board would please read the manual, nothing is written in stone.

Mayor Knowles stated it may take some time to get through the whole thing, but they could certainly do that and recommend any changes, etc. She suggested they table for now.

Chief Webber asked if the end of February would give them enough time to review the manual ? He stated if they had any questions, they could give him a call or stop by the station.

Board member Askren stated she is glad Chief Webber is getting this going.

Chief Webber added Mr. Idler deserves most of the credit, he has spent a lot of time on it.

Mayor Knowles added that reminded her that tomorrow she is meeting with the lady that will be doing the job descriptions for the entire city.

Board member Duckworth moved acceptance of the changes in the Fire Department SOP be tabled for now. Seconded by Board member Askren.

Mayor Knowles stated all those in favor of the motion should signify in the affirmative; and following the vote, she reported the motion carried unanimously.

Chief Webber stated he would like Board permission to attend the International Pipeline Association dinner and seminar on the 30th of January. He stated he would also like permission to take the city vehicle.

The Board consented.

Chief Webber then reported that Firefighter Duckworth will be retiring and his last day as a Mount Vernon Firefighter will be February 28, 2006. With that in mind, he stated he has started the application process and they will be testing the first week in February. He stated they have had a real good response so far with over 20 applications being picked up, though they have only received five to date.

Mayor Knowles asked which testing is first ?

Chief Webber replied the written test is first, followed the next week by the agility test.

Mayor Knowles asked if there were any questions ?

Supt. Givens asked if the dinner Chief Webber is going to the one that used to be held out by Highway 41 ?

Chief Webber replied yes, he made his reservations when he received the invitation. He added it starts at 5:30.

Supt. Givens stated he would also like to make a reservation and go.

Comm. Epison agreed he would as well.

Supt. Givens stated in the past all the department heads went as well as the street and sewer employees.

It was the consensus of the Board that anyone wishing to attend the free dinner and seminar is permitted to do so.

Comm. Epison added it really is informative.

Supt. Givens agreed it was educational.

Mayor Knowles suggested they carpool. She then asked if there were any other questions?

There were none.

Comm. Epison stated he will first start out by updating the Board on issues from the last meeting. He stated the recycle trough arrived today, though they are not running the recycle truck at this time. He also stated the garage door has been repaired.

Comm. Epison continued his report by stating he has given the Board a list of junk he is wanting to dispose of - either throw away or auction.

Mayor Knowles asked if any of the items listed have value ?

Comm. Epison replied the computers and weed eaters maybe, but they are not working.

Mayor Knowles stated if they are not valuable, trash them.

Board member Askren agreed if they had no value.

Chief Beloit added that if Comm. Epison thinks he can get anything out of the junk, the police department has two cars to get rid of, as well as others, for auction.

Comm. Epison replied there really is nothing of value actually.

Mayor Knowles moved Comm. Epison be permitted to declare the list junk and discard the items. Seconded by Board member Askren.

Mayor Knowles stated all those in favor of the motion should signify in the affirmative; and following the vote, she reported the motion carried unanimously.

Comm. Epison continued his report by stating on January 24th, three employees need to travel to Vincennes for their CDL driving test, the city supplies the vehicle. He added they will need the city credit card for meals and fuel.

Board member Duckworth moved they be permitted to attend, use the city credit card for meals and fuel, and be permitted to take the city vehicle. Seconded by Board member Askren.

Mayor Knowles stated all those in favor of the motion should signify in the affirmative; and following the vote, she reported the motion carried unanimously.

Comm. Epison stated he has given the Board a letter on cell phone research he has been conducting. He added their current Nextel agreement expires on the 22nd of this month. He went on to say he has contacted Cingular and Sprint, but Cingular offers quite a bit more, and the majority of city departments have them. He added he and his Asst. will share the minutes, the price is decent and actually cheaper than Nextel.

Board member Duckworth asked that he also check prices with a carrier here in Mount Vernon.

Mayor Knowles agreed.

Board member Duckworth stated he feels they should give Mount Vernon the business, if at all possible.

Comm. Epison furthered his report by stating he needs to fill the position of driver, as one driver quit around the end of November. He added he has a qualified applicant that he would like to bring on full time, after the six months of being temporary.

Mayor Knowles stated so the Board is aware, Comm. Epison can do his own hiring, and they do need to find a qualified candidate. She added sometimes they are hired on through Diversco, but not always.

Comm. Epison stated he has not received many applications, if any.

Mayor Knowles stated she feels they would get better quality if they did not go through Diversco. She then asked if there were any questions ?

There were none.

Supt. Givens stated WTH was down today and brought the mapping. He then stated they are having problems with the O'Donnell Lift Station, and he would like to say that he is not personally responsible for that lift station. He stated the control panel is terrible, it keeps filling up, and it is not kicking on. He added it needs fixed, it is the city's lift station. He added the control panel is barely hanging on the pole. He added he does have a quote from Odie Carrier, as well as some others.

Mayor Knowles stated that could quickly turn into an emergency, if it overflows.

Supt. Givens stated the lift station needs to work automatically. He also stated he is not sure of the cost.

Mayor Knowles stated he can check with Mr. Carrier on that.

Supt. Givens stated they are also having issues with Mill Creek Lift Station, the pump went out Monday and Supt. Waller worked on it all night. He stated the box is so little there is no room to do any work on it. He added Mr. Carrier would like to change that box out with a bigger one. He also stated this is one of the city's main lift station, and hopefully they will have a bid on that as well. He added his thoughts on a cost would be between \$2,000 and \$3,000, but that is only a guess. He stated it tends to get a lot of sand and grease in it, and they can get the grease out, but it is very hard. He added they can not suck the sand out of the bottom, and he is not sure who does that.

Mayor Knowles stated that needs looked into, he should call around and see what he can find.

Supt. Givens stated this is the biggest lift station in the city. He added they may need to wait until better weather to start work.

Mayor Knowles replied she doesn't think they should wait that long.

Supt. Givens agreed, since it was a CSO point.

Board member Askren stated it should be done before April, the start of the rainy season.

Supt. Givens stated it actually needs to be done now, when the flow is low is the best time to work on it.

Mayor Knowles stated Supt. Givens should gather some quotes and submit them at the next meeting, unless an emergency situation arises.

Supt. Givens continued his report by stating last Friday the main pump in the control room at the plant went out. He added he is not sure what happened, but it was not lightening. He added he has already ordered a replacement, it is a CSO point. Mr. Carrier will install it when it comes in, he just wanted to make the Board aware.

Supt. Givens stated the water department has been letting the sewer plant borrow their water pump for work on the digesters. He added it is to the point that they are having to borrow it every other week or so, and they really need their own.

Mayor Knowles replied they can not land apply during wet weather.

Supt. Givens stated he can call around for a price, but he would guess between \$1,500 and \$2,000 for 3-4" pump.

Board member Duckworth stated he is all for making his job easier, but he feels Supt. Givens should also get a quote from Grand Rental Station.

Supt. Givens replied he does not think they have these anymore.

Board member Duckworth stated he should just get some quotes.

Supt. Givens stated that is fine, he can do that, but they are running out of time, the digesters need pumped again tomorrow.

Board member Askren stated Supt. Givens could get back with Mayor Knowles and she can decide where to get it from.

Board member Duckworth moved if Supt. Givens needs the pump now, he should get it and work with Mayor Knowles on prices for a 3-4" pump for use on the digesters. Seconded by Mayor Knowles, who then stated all those in favor of the motion should signify in the affirmative; and following the vote, she reported the motion carried unanimously.

Supt. Givens stated he also needs to replace Brandon Epison. He stated he has placed an ad in the Democrat and received a good response. He added 11 people were interviewed and they were even brought to the plant. He added he is down to three and he and the Mayor interviewed them and he is ready to hire and hopefully get them started next week.

Mayor Knowles added she also advertised for a part time sewer lien person. She added Supt. Givens also needs an administrative assistant. She added they have decided they would like to hire one full time person to do the sewer liens as well as the administrative assistant. She added that during the interviews they did have one qualified person for that position. She added for an hourly wage, she averaged the three other clerical positions in the city, though that wage will have to be approved by the Council in ordinance form.

Board member Askren stated she feels they need to pay the person an entry level salary.

Mayor Knowles replied it is.

Board member Askren added it is pretty high for someone just walking into a position, to be paid the same as someone that has been here 15 years.

Mayor Knowles stated she feels they should all be comparable and budget time is the time to really discuss this.

Supt. Givens replied he just hopes the pay is fair, he really needs this person. He added it would really help with his load.

Board member Askren stated she is not against the pay, she just feels the city needs an entry level pay.

Board member Duckworth stated he understands what she is saying.

Mayor Knowles stated pay is important, she could not have an administrative assistant that just "coasts", she needs an over achiever.

Board member Askren moved the Board allow the full time position of sewer lien/administrative assistant and that this be forwarded on to the Council for approval. Seconded by Board member Duckworth.

Mayor Knowles stated all those in favor of the motion should signify in the affirmative; and following the vote, she reported the motion carried unanimously.

Mayor Knowles stated on the Legal portion of the Agenda is action on the bids for 2006 supplies.

Clerk-Treasurer Wolfe stated, per Attorney Funkhouser's letter, J H Rudolph was the only bidder on items 5 and 6; Rejuvtec was the only bidder on Items 7 and 8; and Best Equipment was the only bidder on Item 19. She added he also indicates all bids met the legal requirements.

Mayor Knowles moved the bids be award as stated by Clerk-Treasurer Wolfe. Seconded by Board member Duckworth.

Mayor Knowles stated all those in favor of the motion should signify in the affirmative; and following the vote, she reported the motion carried unanimously.

Mayor Knowles asked if anyone in the Audience wished to address the Board ?

There was no response.

Mayor Knowles stated she would like to clarify a Resolution that will be brought before the Council, though she feels it should be approved by the Board, as it has to do with wastewater. She stated it deals with SRF funds and using the left over monies, apparently, that has to be done by Resolution. So, she stated she needs permission for the Resolution to pass and then it will be submitted to the Council.

Board member Askren moved the Board approve the Resolution and send it to the Council for approval. Seconded by Board member Duckworth.

Mayor Knowles stated all those in favor of the motion should signify in the affirmative; and following the vote, she reported the motion carried unanimously.

Mayor Knowles then stated there is also another resolution that she would just like to make the Board aware of, that will come before the Council Monday evening. She stated it has to do with the purchase of real estate to relocate a lift station (dry weather SSO) out of someone's back yard in Country Club Estates. She added this work is all tied in with the CSO's and the long term control plan.

Board recommended passage to the Council.

Board member Duckworth asked about right-of-ways ?

Mayor Knowles replied that has already been taken care of.

Mayor Knowles asked if there was any Old Business ?

There was none.

Mayor Knowles asked if there was any New Business ?

There was none.

Mayor Knowles stated if there were no further business, she entertains a motion to adjourn.

Board member Askren moved the meeting be adjourned. Seconded by Board member Duckworth.

Mayor Knowles stated all those in favor of the motion should signify in the affirmative; and following the vote, she reported the motion carried unanimously and adjourned the meeting.

Rosemary L. Knowles

Mayor

ATTEST:

Cristi L. Wolfe

Clerk-Treasurer